

Career Opportunity

Department of Labor and Industrial Relations

State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

Workers Compensation Hearings Officer VI

SR-28 Oahu

Salary: \$5,202 per month

Recruitment # 13-006

Opening Date: August 9, 2012

Closing Date: September 4, 2012

(revised 08.13.12)

DUTIES SUMMARY

Supervise and coordinate the statewide activities related to the hearing and adjudication of simple to complex workers' compensation award cases, conducts hearing on denial and petition subject to the authority of Temporary Disability Insurance claims and Prepaid Health Care benefits

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

To qualify, you must meet all of the following requirements:

BASIC EDUCATION/EXPERIENCE REQUIREMENT:

Bachelor's degree from an accredited four (4) year college or university.

Excess work experience as described in the general or specialized experience sections or any other responsible administrative, professional or other analytical work experience which would provide knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribe college curriculum may be substituted for education on a year-for-year basis.

The education or experience background must also demonstrate the ability to write clearly and comprehensively such materials as reports and analyses; read and interpret complex written material; speak persuasively and effectively; and solve complex problems logically and systematically.

EXPERIENCE REQUIREMENTS:

General Experience:

One and one-half (1 ½) years of progressively responsible professional , investigative, or other analytical work which involved gathering, evaluating and analyzing facts and other pertinent information; identifying, evaluating and analyzing issues involved, interpreting and applying provisions of the Hawaii State Workers' Compensation laws, rules and regulations to determine appropriate courses of action and recommending courses of actions. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, and prepare clear and concise written reports of facts, issues, application of the law and recommendations for action.

Examples of such experience include (but are not limited to) the following:

- A. Active participation in the examination and determination of disfigurement and/or disability awards for workers' compensation claims.
- B. Enforcement of workers' compensation laws, rules and regulations by investigating and examining employers financial records and/or related personnel records, interviewing employers, employees or others; identification of violations or lack of alleged violations and preparing reports recommending action.
- C. Representation of self-insured employer, insurance carrier, employee or other party, as a regular work assignment, regarding claims for workers' compensation benefits and awards which involved review of pertinent case documents, determination of issues and advocacy of the clients' position relative to the case.

Specialized Experience Requirement:

Three (3) years of progressively responsible professional experience of the kind and nature described under General Experience above, which involved examination of claims for workers' compensation benefits and awards which included conducting administrative hearing for determination of awards or participating in administrative hearing as an advocate of the client self-insured employer or insurance carrier or other interested party as a regular work assignment.

At least one (1) year of experience must have been comparable in scope and difficulty to the class Workers' Compensation Hearings Officer V in the State service.

Supervisory Experience Requirement:

Demonstrate supervisory aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Non Qualifying Experience:

Clerical work experience, although it may be in the field of workers' compensation, is not qualifying.

SUBSTITUTIONS ALLOWED:

A. Satisfactory completion of course work required for a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or course work deemed comparable by a nationally recognized specialized accrediting body) which included study of legal research and writing, evidence, contracts, civil procedures, and torts, may be substituted for the General or Specialized Experience required on the basis of one semester of full-time course work load for one-half (1/2) year of experience up to a maximum of one and one-half (1 ½) years of the Specialized Experience. This course work may no be substituted for experience comparable to the class Workers' compensation Hearings Officer V.

B. Excess Specialized Experience of the type and quality described may be substituted for the required General Experience on a year-for-year basis.

QUALITY OF EXPERIENCE:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The application's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position for which being considered.

APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM
www.hawaii.gov/labor/jobs

or

**Department of Labor and Industrial Relations
830 Punchbowl Street, Room 415
Honolulu, Hawaii 96813**

Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm
Closed on State Observed Holidays

Submit completed Application and Supplemental Questionnaire to
Department of Labor and Industrial Relations, 830 Punchbowl St., Room 312,
Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.

WORKERS COMPENSATION HEARINGS OFFICER VI, SR-28 - Oahu
Supplemental Questionnaire - Submit with Application

1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five (5) working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

☐ I acknowledge I have read and understand the above information, and will submit any required verification or supporting documents within five (5) days of submitting my application.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?

☐ YES email address: _____

☐ NO Prefer hard copy by mail.

WC Hearing Officer VI – Oahu, 13-006

Print Name

Signature

Date

Name: _____

2. EDUCATION REQUIREMENT

I meet one of the following education requirements.

☐ I have a bachelor's degree from an accredited four (4) college or university. (Submit a legible copy of your college transcripts)

☐ I have four (4) years of administrative, professional, technical, or other responsible work which required a high degree of analytical skill.

3. GENERAL EXPERIENCE REQUIREMENT:

Do you have one and one-half (1 ½) years of progressively responsible professional , investigative, or other analytical work which involved gathering, evaluating and analyzing facts and other pertinent information; identifying, evaluating and analyzing issues involved, interpreting and applying provisions of the Hawaii State Workers' Compensation laws, rules and regulations to determine appropriate courses of action and recommending courses of actions?

☐ Yes ☐ No

If Yes, on a separate sheet, identify each employer (place of employment, dates of employment, position/title held, average number of hours worked per week) you would like us to consider and provide the following information:

- A.** Describe your experience in applying and interpreting Hawaii State workers' compensation laws, rules and regulations,
- B.** What types of workers' compensation claims have you resolved?
- C.** Describe your methodology to determine the most appropriate course of action.
- D.** Describe the types of written reports you prepared, the types of recommendations your report included, and the title of the person who received your reports.
- E.** What percentage of time was spent on performing workers' compensation duties and responsibilities?

Name:

4. SPECIALIZED EXPERIENCE REQUIREMENT:

Do you have three (3) years of progressively responsible professional experience of the kind and nature described under General Experience above, which involved examination of claims for workers' compensation benefits and awards which included conducting administrative hearing for determination of awards or participating in administrative hearing as an advocate of the client self-insured employer or insurance carrier or other interested party as a regular work assignment.

☐ Yes ☐ No

If Yes, on a separate sheet, identify each employer (place of employment, dates of employment, position/title held, average number of hours worked per week) you would like us to consider and provide the following information:

A. Detailed description of your primary job duties and responsibilities to include the following if applicable:

1. Your experience in conducting administrative hearings for determination of awards.
2. Your experience in participating in administrative hearings as an advocate of the client self-insured employer, insurance carrier, or other interested parties.

5. SUPERVISORY EXPERIENCE REQUIREMENT:

Do you possess supervisory aptitude or potential for the performance of supervisory duties?

☐ Yes ☐ No

If Yes, on a separate sheet, identify each employer (place of employment, dates of employment, position/title held, average number of hours worked per week) you would like us to consider and provide the following information:

A. Detailed description of your experiences which demonstrate supervisory aptitude.

6. ADDITIONAL INFORMATION

Do you have any other information related to this position that you would like us to consider?

☐ Yes ☐ No

If Yes, submit with your application.

Name: _____

7. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. Note: You must re-submit supporting documents to DLIR if they were submitted to the:

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.
- ☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

8. How did you find out about this position? (optional)

- ☐ Department of Labor and Industrial Relations website
- ☐ HireNet Hawaii
- ☐ University website
- ☐ University of Hawaii
- ☐ Chaminade University
- ☐ Hawaii Pacific University
- ☐ Referred by a family, friend, acquaintance, etc.
- ☐ Other: _____

9. DOCUMENTS TO BE SUBMITTED

to the Department of Labor and Industrial Relations, Personnel Office

- ✓ Application for Civil Service Positions
- ✓ Supplemental Questionnaire
 - Attachments if applicable
- ✓ Supporting documents (if applicable)
 - Driver's License
 - Certifications
 - Transcripts